

NEW JERSEY DEPARTMENT OF EDUCATION

STATE SUBMISSION

STUDENT DATA HANDBOOK

VERSION 5.2



State of New Jersey
Department of Education

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FOREWORD

The New Jersey Department of Education is pleased to publish the *2016 New Jersey State Submission Student Data Handbook v5.2*. Because quality information requires student data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for educational data. The *New Jersey State Submission Student Data Handbook* is intended to support the core data collections for the October 15th and End of Year/June 30th snapshot dates, and is intended for school, district, and state educators who must have data that are reliable and valid over time to make appropriate, cost-effective, and timely decisions about student and school performance.

Two documents serve as important models for the continual development of this *Handbook*. Those documents are the *Student Data Handbook for Elementary, Secondary and Early Childhood Education* developed by the U.S. Department of Education's National Center for Education Statistics (NCES) and the *Schools Interoperability Framework Implementation Specification Version 1.5r1* developed by the Schools Interoperability Framework. Many of the terms and definitions included in this *Handbook* are consistent with those in the two documents.

Revision History

Date	Version	Comment
April 5, 2016	5.2	Clarified Additional Note for FirstEntryDateIntoAUSSchool
July 20, 2015	5.1	Updated validation rules for Immigrant Status. Added Warnings to CumulativeDaysPresent and CumulativeDaysInMembership.
July 22, 2014	5.0	Moved the following data element to SID Management: ResidentMunicipalCode
December 3, 2013	4.1	Update to ImmigrantStatus validation rules.
July 2, 2013	4.0	The following data elements were moved to SID Management: ProgramTypeCode LEPProgramStartDate LEPProgramCompletionDate FreeandReducedRateLunchStatus SpecialEducationClassification TuitionCode GradeLevel Retained NoPublic
May 20, 2013	3.3	Update of FreeandReducedRateLunchStatus definition.
May 24, 2012	3.3	Moved Common Errors table for Grade Level to next page. Proofing revisions made.
April 13, 2012	3.3	Proofed for revisions. Common Errors and resolutions section added to each element
April 2, 2012	3.2	Minor grammar changes, updated links, added additional information on validation checks for LastName, added revision table

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Executive Summary

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system. The *State Submission Student Data Handbook* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJDOE) in a standardized format to comply with state and federal requirements. For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured. This *State Submission Student Data Handbook (Handbook)* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

NJ Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons. First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored. To achieve this goal, education data must be collected, managed, and reported in a fashion that is more useful, accurate, consistent, and timely. Second, major regulatory changes, such as the federal *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act* (IDEA), are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements. The NJDOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way. Third, the NJDOE is committed to becoming more service-oriented to LEAs and the public. By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, the NJDOE hopes to increase administrative efficiency through the use of technology.

Data Elements and Definitions

This *Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJDOE. Not all data elements are relevant to each student. It is important to understand how each definition is implemented. In those situations where the implementation of a definition is not clear it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Handbook*:

Name of Data Element	The data element name used within the NJ SMART system.
NJDOE Number	The numerical identification of the data element, which will remain in effect over time regardless of data elements retired or added.
Definition of Data Element	A brief description of the data element.
Functional, Policy or Legal Description	The rationale for collecting the data element, and how the data element will be used. Other policy and legal implications for its collection.
Is This Data Element Required?	Indication of whether the data element is required for file submission.
Acceptable Values	Indication of the data type, minimum and maximum number of characters permitted, and lists values and ranges accepted for each element.
Validation Checks	Specific data validation that will occur with respect to each data element.
Additional Notes	Additional relevant notes about the data element.

Privacy and Security

Privacy of student records is required by the *Family Educational Rights and Privacy Act (FERPA)*. *FERPA* requires state and local education agencies to protect the privacy of education records that contain “information directly related to a student” and which are maintained by an educational agency or institution. Education data stored in NJ SMART qualify as education records within the limits of *FERPA*. Absent written consent from the parent or student, or a valid court order, *FERPA* prohibits the release of education records to anyone other than local school officials, or federal and state education agencies with legitimate educational interests for the information.

NJDOE takes privacy and security concerns extremely seriously. To ensure confidentiality of student records, NJ SMART is designed with the following features: First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student information since all activities on NJ SMART are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information in NJ SMART is segmented or compartmentalized with security rights set up by the district so that only registered and authorized users have access to information where they have a legitimate educational interest.

Local Identification Number (LID)

NJDOE Number

1

Definition of Data Element

A number assigned and maintained by the local school district that is unique for each student in the district and is consistently used by the district across all of its data systems.

Functional, Policy or Legal Description

A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. Districts must assign the Local Identification Number for each student in order to receive a State Identification Number (SID). This provides an additional matching field and an efficient way for NJDOE to provide SIDs to districts. This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alphanumeric

Minimum Length: 1

Maximum Length: 20

Validation Checks

- Error will occur if multiple students within the district with the same LID are reported.
- Error will occur if field is left blank.

Additional Notes

- Type and length can vary based on a series of numbers and letters used by a school district. A student's LID must be unique throughout the student's enrollment in the district. For school districts without a LID, a LID scheme must be created and assigned for all students so that DOE can uniquely identify all students in a particular district.
- For a LID that includes leading zeros, be sure when extracting and storing the data for transmission that the zeros are maintained. This is accomplished by creating the field as an alphanumeric data element.
- It is important that for confidentiality purposes, the local identification numbers do not contain any embedded meaning linked to student-specific information.

Common Errors

Error message: Duplicate LID exist in the LEA

Resolution: Student was submitted in the file as a duplicate. To remove a duplicate record in the State Submission you must do a full file upload that excludes the duplicate record.

State Identification Number (SID)

NJDOE Number

2

Definition of Data Element

A unique number assigned and maintained by the New Jersey Department of Education that is unique for each student over time and across districts.

Functional, Policy or Legal Description

In order to track students within and across districts over time, NJDOE will assign a unique 10-digit number to all students enrolled in New Jersey public schools. After the initial assignment of identification numbers, districts will be required to verify or obtain an identification number whenever a new student enrolls in the district.

SID will be a new number assigned by NJ SMART. The initial batch assignment of the SID occurred in March 2007. After initial assignment, districts must use the SID on all student-level data submitted to the New Jersey Department of Education and annually resolve all duplicate students within the district prior to the beginning of the school year.

Is this Data Element Required?

Field is mandatory for all students. Leave this field blank for students that have not been issued a SID. When submitted, a new unique SID will be generated and issued for this student.

Acceptable Values

Type: Numeric

Minimum Length: 10

Maximum Length: 10

Validation Checks

- SIDs must be valid 10-digit state identification numbers as issued by NJ SMART.

Additional Notes

- All submission files must include SIDs for students who have had SIDs issued.

Common Errors

Error message: Combination of LID, SID, First Name and Date of Birth does not match what was submitted to SID Management.

Resolution: Although the **SID** number is the only field that is highlighted, all five fields need to be cross validated against the **SID Snapshot Records** page. This page is on the tier two vertical menu.

FirstName

NJDOE Number

3

Definition of Data Element

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 30

Validation Checks

- Periods are not accepted in the FirstName field. Other special characters such as apostrophes and hyphen are accepted.
- An error will occur if field is left blank.

Additional Notes

- No nicknames or abbreviated names should be reported.
- First name and last name must be reported as separate fields.

Common Errors

Error Message: Field contains an invalid character or exceeds 30 characters.

Resolution: This field also cannot have more than 30 characters and periods are not accepted. If the student's name has more than 30 characters or periods in the FirstName field, click Edit on the student's record page, make the necessary changes in the FirstName field, then select Update.

Definition of Data Element

The name borne in common by members of a family. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 50

Validation Checks

- Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.
- An error will occur if field is left blank.

Additional Notes

- First name and last name must be reported as separate fields.
- Students with multiple last names should include multiple last names in this field. Hyphens are acceptable if they are part of the student's legal name; place both last names in this field. Example: Jenny R. Smith-Jones would be last name = "Smith-Jones" while John F. Davis Smyth would be last name = "Davis Smyth". First name and last name must be reported as separate fields.

Common Errors

Error Message: Field contains an invalid character or exceeds 50 characters.

Resolution: This field also cannot have more than 50 characters and periods are not accepted. If the student's name has more than 50 characters or periods in the LastName field, select Edit on the student's record page, make the necessary changes in the LastName field, then select Update.

DateOfBirth

NJDOE Number

8

Definition of Data Element

The year, month and day on which an individual was born. This data element must correspond to the child's birth certificate or other legal documentation.

Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 8

Maximum Length: 8

Validation Checks

- Error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).
- Error will occur if data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

Common Errors

Error Message: Date cannot be in the future.

Resolution: This must be a valid date of birth, not a date in the future. Check to make sure the dates are correct, and there are no typos in the date format. To modify the date, select Edit on the student's record page, correct the date in the DateOfBirth field, then select Update.

Error Message: Date must be a valid value.

Resolution: The date of birth value must be in YYYYMMDD format. To modify the format, select Edit on the student's record page, make the necessary changes in the DateOfBirth field, then select Update.

Error Message: Student age is outside of reasonable parameters.

Resolution: The date of birth must be a valid date inside of reasonable parameters. Check the date of birth to make sure it matches the age of the student. A student cannot be older than 99, and cannot be younger than 2 years of age. To modify the date, select Edit on the student's record page, make the necessary changes in the DateOfBirth field, then select Update.

Error Message: Field must be a valid date in YYYYMMDD format.

Resolution: Check to make sure no separators are entered in this field, such as "/" or "-". Make sure the values in the field are in the correct date format. To modify the date, select Edit on the student's record page, make the necessary changes in the DateOfBirth field, then select Update.

Definition of Data Element

The name of the city or town (or comparable unit) of the student's permanent or other home address at the time of reporting or last known residence.

Functional, Policy or Legal Description

This data element is used to uniquely identify students who have similar name and birth data.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 30

Validation Checks

- An error will occur if field is left blank.
- An error will occur if punctuation is included in CityOfResidence

Additional Notes

- N/A

Common Errors

N/A

MigrantStatus

NJDOE Number

44

Definition of Data Element

Student is eligible for migrant education services and is enrolled in a migrant subgrantee program. (1) The child is younger than 22 and has not graduated from high school or does not hold a high school equivalency certificate; (2) and the child is a migrant agricultural worker or a migrant fisher or has a parent, spouse, or guardian who is a migrant agricultural worker or a migrant fisher; (3) and the child has moved within the preceding 36 months in order to obtain (or seek) or to accompany (or join) a parent, spouse, or guardian to obtain (or seek), temporary or seasonal employment in qualifying agricultural or fishing work; and (4) such employment is a principal means of livelihood; and (5) the child has moved from one school district to another.

Functional, Policy or Legal Description

No Child Left Behind Act of 2001: 20 USC 6399

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes

N = No

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- Migrant Status should be specified as: "Y" for Migrant Status or "N" for non-Migrant Status.

Common Errors

N/A

Definition of Data Element

This data element is an indication of whether the student has met the **eighth grade** criteria of technological proficiency consistent with the NJ Core Curriculum Content Standards 8.1 through district-level assessment or evaluation as guided by NJ Technology Assessment for Proficiency and Integration.

Functional, Policy or Legal Description

NJ Core Curriculum Content Standards

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 2

Y = Deemed to be technologically proficient

N = Deemed to not be technologically proficient

NE = Not evaluated

Validation Checks

- Field must be left blank if student is not in 8th grade.
- Field must be filled in for students with a Grade Level of "08".

Additional Notes

- Since students are not evaluated as of the October 15 State Submission Snapshot, all student with a Grade Level of "08" must have NE filled in for this field. The results of the technological literacy assessment will be reported in the June 30 / EOY State Submission file.

Common Errors

N/A

HealthInsuranceStatus

NJDOE Number

35

Definition of Data Element

Health Insurance Status - indication of whether student has health insurance coverage.

Functional, Policy or Legal Description

NJ FamilyCare outreach initiative.

Is this Data Element Required?

Field is optional for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes

N = No

Validation Checks

- If HealthInsuranceStatus is unknown, then leave this field blank.
- If HealthInsuranceProvider has a value, then HealthInsuranceStatus cannot be blank.

Additional Notes

N/A

Common Errors

N/A

HealthInsuranceProvider

NJDOE Number

36

Definition of Data Element

The complete name of the health insurance coverage provider of the student if applicable.

Functional, Policy or Legal Description

NJ FamilyCare outreach initiative.

Is this Data Element Required?

Field is optional for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 50

Validation Checks

- If Provider information is entered, Health Insurance Status must be "Y" or an error will occur.

Additional Notes

- Provider name should be the complete name without abbreviations.
- If unknown, the field should be *NULL*.

Common Errors

N/A

Definition of Data Element

The name of the primary language or dialect that students use to communicate at home.

Functional, Policy or Legal Description

Section 3301 of the No Child Left Behind Act of 2001.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 3

Maximum Length: 3

Code list is available here: <http://www.state.nj.us/education/njsmart/download/ref/>

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- If two codes are provided for a language, use the first code for this element.
- If more than one language is spoken at home, the one that is used most frequently should be reported.
- If a home language is not on the list, try checking the language category AND the subcategories of each language. In the event that a student has a home language that is not included in the list, try to determine the language family for that language. Additional information on language families is contained on the Ethnologue website, which can be found at: <http://www.ethnologue.com/home.asp>. An example of this would be for students who speak the Maay language. This language is not included in the language list. According to the Ethnologue Web site Maay is a Cushitic language. The ISO 639-2 has a value for Cushitic (Other). In this case you would report your Maay speaking students under "Cushitic (Other)." In the explanation field include a comment that the students in this category speak the Maay language. The Ethnologue Web site can be found at: <http://www.ethnologue.com/home.asp>.
- The official language reference list can also be viewed here: http://www.loc.gov/standards/iso639-2/php/English_list.php.

Common Errors

Error message: Value does not conform to NJDOE codes.

Resolution: Download our Home Language Excel document and use only the codes that are provided on this list.

Definition of Data Element

Under Section 3301 of the No Child Left Behind Act of 2001, the term "immigrant children and youth" means individuals who: (A) are aged 3 through 21; (B) were not born in any State; and (C) have not been attending one or more schools in any one or more States for more than 3 full academic years.

Functional, Policy or Legal Description

Section 3301 in the Definitions of the No Child Left Behind Act of 2001.

Is this Data Element Required?

Field is mandatory for all students born outside of the United States.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes

N = No

Validation Checks

- ImmigrantStatus must be filled in if CountryOfBirth is a country other than the United States. Field must be left blank if student is born within the United States, including Puerto Rico.
- ImmigrantStatus must have a value of 'Y' for yes if FirstEntryDateIntoAUSSchool is less than 3 years. If FirstEntryDateIntoAUSSchool is more than 3 years ago, ImmigrantStatus does not have to be 'N' for no. This validation will be loosened to allow those students who attend school in the U.S., leave the U.S., and then come back to still be reported with a 'Y' for yes in the ImmigrantStatus.

Additional Notes

- Guidance issued by the US Department of Education states that the number of months that a student has been in school in any one or more States must not add up to more than 3 full academic years for a child to be identified as an immigrant. For situations in which children enroll in an LEA, leave and then reenroll at a later date, all periods of attendance must be counted toward the "three full academic years."

Common Errors

Error message: Field must be left blank if student is born within the United States, including Puerto Rico.

Resolution: ImmigrantStatus must be left blank if CountryOfBirth is blank (meaning the student was born in the US), or if Country Of Birth is one of the following: 2330 or 1790.

Error message: Field must have a value of Y if student is born outside of the US or Puerto Rico, and FirstEntryDateIntoAUSSchool is a date less than 3 years from the snapshot date.

Resolution: ImmigrantStatus must be Y if FirstEntryDateIntoAUSSchool is less than 3 years before snapshot date and country of birth is any country *other than* the US(2330) or Puerto Rico (1790).

FirstEntryDateIntoAUSSchool

NJDOE Number

111

Definition of Data Element

The month, day, and year of an individual's initial enrollment into a United States school.

Functional, Policy or Legal Description

Section 3301 of the No Child Left Behind Act of 2001.

Is this Data Element Required?

Field is mandatory if student is born outside of the US.

Acceptable Values

Type: Date

Minimum Length: 8

Maximum Length: 8

Validation Checks

- Error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 19800128).

Additional Notes

- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
- Leave the field blank if the student was born in the US or Puerto Rico.

Common Errors

Error message: Date cannot be greater than 3 years ago if Immigrant Status has a value of Y.

Resolution: First Entry Date Into A US School must be **less** than 3 years from current date if ImmigrantStatus = Y.

Definition of Data Element

An indication that a student lacks a fixed, regular, and adequate residence. A student shall be considered homeless if he or she resides in any of the following: 1. A supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters, transitional housing for families, and transitional housing for the mentally ill; 2. An institution that provides a temporary residence for individuals intended to be institutionalized; or 3. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings. Additionally, a child or youth shall be considered homeless if he or she is: 1. A child or youth living with a parent in a domestic violence shelter; 2. A runaway living in a shelter; 3. A school-aged mother residing in a home for adolescent mothers; 4. A sick or abandoned child or youth who is residing in a hospital and would otherwise be released if he or she had a permanent residence; 5. a child or youth who is abandoned and therefore has no permanent residence; 6. A child of a homeless family, which is out of necessity, is living with relatives or friends; or 7. A child of a migrant family which lacks adequate housing. Finally, a child or youth shall be considered homeless when a dispute occurs between two school districts regarding the determination of homelessness. The involved districts shall immediately notify the county superintendent of schools, who shall decide the status of the child within 48 hours.

According to N.J.A.C. 6:5-1.4, the determination of a homeless child's district of residence shall be made by the school districts involved as described in N.J.A.C. 6:5-1.5 based upon information received from the Department of Human Services, shelter providers, school districts, involved agencies, case managers or parents.

Functional, Policy or Legal Description

NJDOE, Office of Specialized Populations
For more information see N.J.A.C. 6:5-1.3.

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes

N = N

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- If a student was homeless at any time during the current school year, then this field must be "Y".

Common Errors

N/A

HomelessPrimaryNighttimeResidence

NJDOE Number

112

Definition of Data Element

An indication of the nighttime residence for homeless students.

Functional, Policy or Legal Description

NJDOE, Office of Specialized Populations
For more information see N.J.A.C. 6:5-1.3.

Is this Data Element Required?

Field is mandatory if Homeless = Y

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

1 = Shelters, transitional housing, awaiting foster care

2 = Doubled-up; sharing the housing of other persons due to economic hardship, loss of housing or other reasons (such as domestic violence)

3 = Unsheltered; includes cars, parks, campgrounds, temporary trailers including FEMA trailers, or abandoned buildings

4 = Hotels or Motels

Validation Checks

- An error will occur if Homeless is "Y" and HomelessPrimaryNighttimeResidence is left blank.

Additional Notes

- N/A

Common Errors

N/A

Alternative Education Program

NJDOE Number

113

Definition of Data Element

An indication that the student is enrolled in an alternative education program defined as a comprehensive educational program delivered in a non-traditional learning environment that is distinct and separate from the existing general or special education program and designed to meet the needs of students at risk of school failure for his/her primary academic program whether in the school building or outside of the school building

Functional, Policy or Legal Description

N.J.A.C. 6A:16-1.3, N.J.A.C. 6A:16-9

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes, student participates in an alternative education program.

N = No, student does not participate in an alternative education program.

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- N/A

Common Errors

N/A

Definition of Data Element

A student in a Title I Targeted-Assisted program that is receiving or scheduled to receive during the current school year Title I services in support of Science instruction.

Functional, Policy or Legal Description

NJDOE, Office of Title I Program Planning, Office of Public Information, Office of Evaluation and Assessment

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes

N = No

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- Indicate yes for students receiving or scheduled to receive services for a full or partial school year in a school that is designated as Title I targeted assisted school. Indicate no if school is not designated as having a Title I Targeted-Assisted program or if it is a school-wide designation.

Common Errors

N/A

Definition of Data Element

A student in a Title I Targeted-Assistance program that is receiving or is scheduled to receive during the current school year Title I services in support of Mathematics instruction.

Functional, Policy or Legal Description

NJDOE, Office of Title I Program Planning, Office of Public Information, Office of Evaluation and Assessment

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes

N = No

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- Indicate yes for students receiving or scheduled to receive services for a full or partial school year in a school that is designated as Title I targeted assisted school. Indicate no if school is not designated as having a Title I Targeted-Assisted program or if it is a school-wide designation.

Common Errors

N/A

Definition of Data Element

A student in a Title I Targeted-Assistance program that is receiving or is scheduled to receive during the current school year Title I services in support of Language Arts Literacy instruction.

Functional, Policy or Legal Description

NJDOE, Office of Title I Program Planning, Office of Public Information, Office of Evaluation and Assessment

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Alpha

Minimum Length: 1

Maximum Length: 1

Y = Yes

N = No

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- Indicate yes for students receiving or scheduled to receive services for a full or partial school year in a school that is designated as Title I targeted assisted school. Indicate no if school is not designated as having a Title I Targeted-Assisted program or if it is a school-wide designation.

Common Errors

N/A

CumulativeDaysInMembership

NJDOE Number

114

Definition of Data Element

The number of school days in session that have occurred from the time that the student entered the school until reporting date or exit date.

Functional, Policy or Legal Description

N.J.A.C. 6A:32-8.3

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 5

Whole and half values between 1 and 366

Validation Checks

- An error will occur if field is left blank.

Additional Notes

- Half days should be identified as .5 (e.g. 124.5 cumulative days in membership).
- Extended school year should not be counted in the cumulative days in membership.

Common Errors

Error Message: Field cannot be left blank

Resolution: Field must be filled in for all students in State Submission. Value should be only for the number of days in membership for the current school year.

Warnings

- CumulativeDaysInMembership should not be less than 10 days from the first day of school until October 15th reporting period. Are you sure this data was entered accurately?
- CumulativeDaysInMembership should not be less than 30 days from the first day of school until end of school June 30th reporting period. Are you sure this data was entered accurately?

CumulativeDaysPresent

NJDOE Number

115

Definition of Data Element

The number of days an individual is present when school is in session during a given reporting period.

Functional, Policy or Legal Description

N.J.A.C. 6A:32-8.3

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 5

Whole and half values between 0 and 366

Validation Checks

- An error will occur if field is left blank.
- Number of days present cannot be greater than Cumulative Days in Membership.
- Cumulative Days Present plus Cumulative Days Towards Truancy cannot be greater than Cumulative Days in Membership.

Additional Notes

- Half days should be identified as .5 (e.g. 124.5 cumulative days present).
- Extended school year should not be counted in the cumulative days present.

Common Errors

Error message: Number of days present cannot be greater than Cumulative Days In Membership.

Resolution: CumulativeDaysPresent must be a number that is less than or equal to the number submitted for CumulativeDaysInMembership.

Error message: Cumulative Days Present and Cumulative Days Towards Truancy together cannot be greater than Cumulative Days In Membership.

Resolution: Cumulative Days Present added to CumulativeDays Towards Truancy cannot be greater than CumulativeDays In Membership.

Warnings

- CumulativeDaysPresent should not be less than 10 days from the first day of school until October 15th reporting period. Are you sure this data was entered accurately?
- CumulativeDaysPresent should not be less than 30 days from the first day of school until end of school June 30th reporting period. Are you sure this data was entered accurately?

CumulativeDaysTowardsTruancy

NJDOE Number

116

Definition of Data Element

The number of school days an individual is absent and falls under the Local Education Agency (LEA) definition of truant.

Functional, Policy or Legal Description

N.J.A.C. 6A:16-7.8

Is this Data Element Required?

Field is mandatory for all students.

Acceptable Values

Type: Numeric

Minimum Length: 1

Maximum Length: 5

Whole and half values between 0 and 366

Validation Checks

- An error will occur if field is left blank.
- Number of days towards truancy cannot be greater than Cumulative Days in Membership.
- Cumulative Days Present plus Cumulative Days Towards Truancy cannot be greater than Cumulative Days in Membership.

Additional Notes

- Half days should be identified as .5 (e.g. 124.5 cumulative days towards truancy).
- Extended school year should not be counted in the cumulative days towards truancy.
- Under *N.J.A.C. 6A:16-7.8, Attendance*. These regulations define truancy as 10 or more “*unexcused absences*” [*N.J.A.C. 6A:16-7.8(a)4iii*] and establish standards for school responses to “*unexcused absences*.” Under these regulations, “unexcused absences” are defined by the district board of education (pursuant to *N.J.A.C. 6A:16-7.8(a)3*). These district-defined unexcused absences that are reported on the New Jersey School Report Card include the following types of instances:

No Parent Permission – The parent did not give permission for the student to be absent from school (e.g., the student left home with the stated intent of going to school, but did not attend school); or

Parent Unable to Enforce - The parent was unable to enforce the student’s attendance at school (e.g., the student refused to attend school); or

Parent Removal Without Approval – The parent kept the student from attending school (e.g., to take a trip, to go to the doctor, to care for a family member, to fulfill a family obligation, to pursue other educational opportunities) without obtaining approval from school officials, in accordance with the board of education’s definition of and procedures for unexcused absences.

Common Errors

Error message: Number of days towards truancy cannot be greater than Cumulative Days In Membership.

Resolution: Cumulative Days Towards Truancy must be a number that is less than or equal to the number submitted for Cumulative Days In Membership.